



Dudley-Tucker Library
Youth Services Librarian

Department: Dudley-Tucker Library

Grade/Step:

Division: Library

FLSA Status: Non-exempt

Reports to: Library Director/Asst. Library Director

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

General Summary:

(32 hrs, M-S, PT) Responsible for the daily operation of the children's department, including the development and implementation of children's programs, development and maintenance of the children's collection, and the promotion of the children's library services.

Supervision Received:

Works under the general supervision of the Library Director who outlines general policies, provides consultation on a regular basis, reviews work for conformance with required standards, and evaluates work in terms of effectiveness of results. Performs many duties independently, using own technical judgement.

Supervision Exercised:

Supervises Assistant Librarian.

Essential Job Functions and Responsibilities:

- Plans, organizes, and implements youth library programs. Plans and recommends new services.
- Evaluates and selects library materials for youth based on knowledge of community needs, review of professional journals and youth literature, and Library policy. Manages children's circulation department, videos, magazines, books; maintains parenting collection; weeds and discards children's materials as necessary.
- Performs reference work for children, including providing information and researching materials. Responds to patrons' requests, suggestions and complaints.
- Plans and conducts story-time programming; develops crafts and themes for story-time programs; advertises, locates appropriate books, and purchases special prizes as necessary for story-time program.
- Schedules and organizes field trips for elementary school, pre-schools, home schools, and various Scout organizations as requested.

- Develops summer reading program; develops rules and plans activities for summer reading program; creates advertising, decorations, and handouts for summer reading program.
- Keeps abreast of developments in children's programming; attends meetings of youth services librarians and professional organizations. Represents the Library in the areas of youth services to outside organizations, other libraries, and local schools.
- Works with Friends of the Library in obtaining funding for some programming and supplies for the Children's Room.
- Reshelves children's materials as needed.
- Works with staff to inventory collection as needed.

Other Responsibilities:

Performs other related duties as required.

Knowledge, Skills and Abilities Required:

Knowledge of library principles, practices, procedures and tools; knowledge of library systems. Substantial knowledge of children's literature, interests, development, and library services. Thorough knowledge of the Library's children's collection, knowledge of community's needs and interests. Knowledge of modern office equipment, including computers. Ability to plan, organize, and implement youth library programs and services; ability to read and write English; ability to speak and write effectively; ability to establish and maintain effective working relationships with youth, parents/caregivers, teachers, and library staff.

Minimum Qualifications Required:

Bachelor's Degree, plus two (2) years of progressively responsible experience in a library, including some experience in children's library programming; degree in Library Science or School Library Media preferred; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Physical Activity Requirements:

Lift: up to 10 lbs: Occasionally Required; 11-25 lbs: Occasionally Required; 26-50 lbs: Not Required; Over 50 lbs: Not Required	Bending: Frequently Required.
Carry: up to 10 lbs: Occasionally Required; 11-25 lbs: Occasionally Required; ; 26-50 lbs: Not Required; Over 50 lbs: Not Required	Reaching: above shoulder height: Occasionally Required; at shoulder height: Frequently Required; below shoulder height: Occasionally Required
Push/Pull: Occasionally Required.	Twisting: Frequently Required

Sensory Requirements:

Talking: Necessary for communicating with others

Hearing: Necessary for receiving instructions and information
Sight: Necessary for performing job effectively

Licensure/Certification Requirements:

None required.

Summary of Occupational Exposures:

Some exposure to cleaning fluids and copy machine toner.

***EEO Statement:** The Town of Raymond provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, sex, race, creed, marital status, familial status, physical or mental disability, or national origin. In addition to federal law requirements, the Town of Raymond complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.*

Signatures:

This job description has been approved by all levels of management:

Town Manager: _____ Date: _____

Finance Director: _____ Date: _____

Department Head: _____ Date: _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee: _____ Date: _____